How to View an AIP
Step-By-Step Guide

The steps below describe how to view an AIP for a student.

Overall Tips:

- An AIP is a document listing a student's history.

- Make sure **pearsoninform.com** is an exception for your pop-up blocker and try Adobe Reader on your computer to make sure it works. Use Internet Explorer preferably.

- If you see the warning message below, click the "extend" button.

Due to inactivity, your session will expire in **00:03:43**. To extend your session another 30 minute(s), please press the *Extend* button. | Extend

- We are also available for questions via e-mail at inform@mansfieldct.org

Step-by-Step Directions:

1) Go to **http://mansfieldct.org/inform** and login.

Registered User - Log In

Username: **doeja**

Password: Password

(It is the same as your school computer username & password.)

Email my password

Log In

2) Click on the magnify glass to search for the student you are working with.
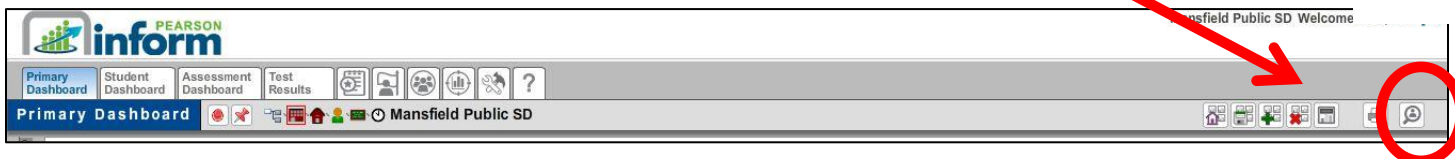
3) Type in the student's first or last name (or even just part of the name). You don't need to type both first and last name.

In the list of names that comes up, click on the name of the student that you want.

Last Name
Enter Last Name
First Name
Enter First Name
Middle Name
Enter Middle Name

Search

5) In the screen that appears, click on the "AIP" icon.
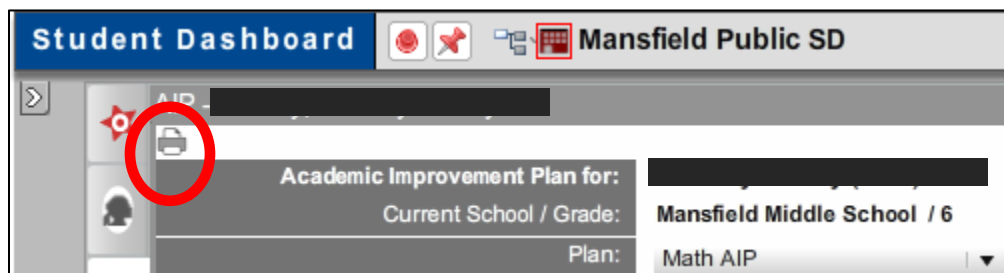
6) Click the "Check all AIP's assigned to student" button.

Check all AIP's assigned to student

7) On the pull down menu for "Plan", choose which AIP you want to view. There are 3 choices:
- LA/Reading Scores Only
- Math Scores Only
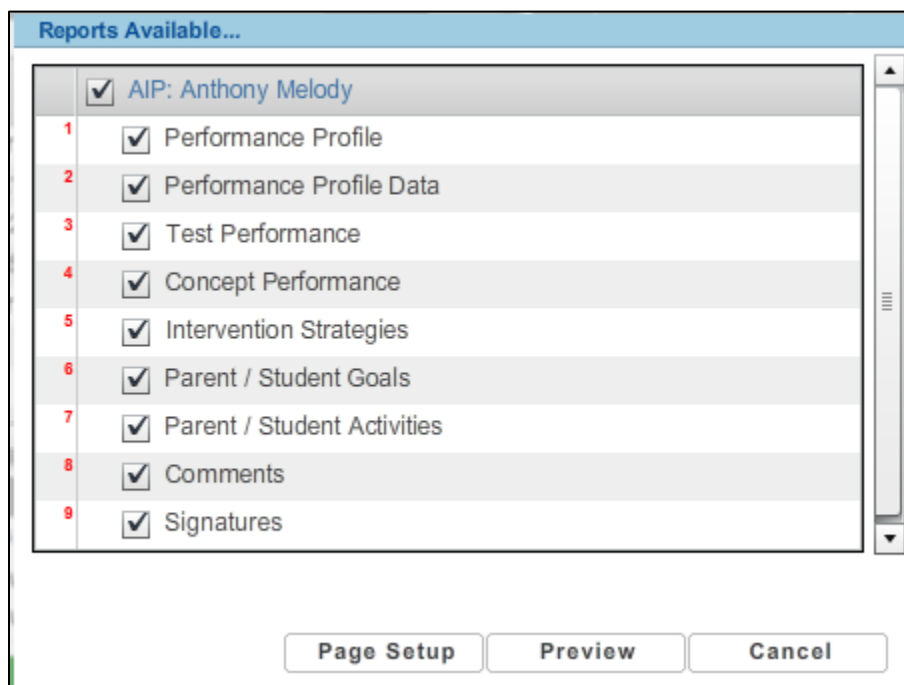- Behavior (includes both LA/Reading & Math scores)

Plan:	Behavior Intervention Plan ▼
☑	Behavior Intervention Plan
☑	Language Arts / Reading AIP
☑	Math AIP

8) Click the printer icon circled below.

Student Dashboard ● ✗ 🖥️ ▦ **Mansfield Public SD**

AIP -

Academic Improvement Plan for:	
Current School / Grade:	**Mansfield Middle School / 6**
Plan:	Math AIP ▼

9) In the window that appears, you can double click the first box to check every option or just manually check the ones you want. To see what each one includes, try including them all on your first student and then view the different sections to see how they look.

You can click the "Page Setup" button to pick landscape or portrait orientation. Click "Preview" when ready to view it.

Reports Available...

- ☑ AIP: Anthony Melody
  1. ☑ Performance Profile
  2. ☑ Performance Profile Data
  3. ☑ Test Performance
  4. ☑ Concept Performance
  5. ☑ Intervention Strategies
  6. ☑ Parent / Student Goals
  7. ☑ Parent / Student Activities
  8. ☑ Comments
  9. ☑ Signatures

| Page Setup | Preview | Cancel |

10) The AIP now appears in Adobe Acrobat Reader. You can just view it on screen and/or print it.
- If it does not appear, make sure:
  - o Pearsoninform.com is an exception in your pop-up blocker
  - o Adobe Reader works on your computer (go to Start / Programs to find Adobe Reader and run it)
  - o Use Internet Explorer or FireFox as your browser (it generally works with other browsers too, but not always)

11) Final Notes:
- As always, remember that this is student data so don't leave print outs in unsecure locations and protect your username and password.
- We are also available for questions via e-mail at inform@mansfieldct.org